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MEMORANDUM FOR THE STAFF:

SUBJECT: FBI DUTY OFFICER

1. During periods outside official FBI working hours (8:00 a.m. to 4:30 p.m. DST) and on weekends and holidays, the "A" Wire Shift editor will act as Duty Officer for the FBI.
2. The Duty Officer is responsible for all incoming telephone calls, wires, messages, or visitors. Matters beyond the scope of his routine editorial duties will be referred by telephone to the appropriate official of those named below, in accordance with the nature and urgency of the problem.



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3. If the Duty Officer is unable to reach any of these officials he will call the Stand-by Officer for the Office of Operations, or failing that, the CIO Duty Officer (8:30 a.m. to 5:00 p.m. Saturdays and Sundays — Extension 661) or Stand-by Officer. Current lists of these Office of Operations and CIO Stand-by Officers will be kept in the possession of the Duty Officer.

4. Any material classified above restricted will be passed by hand to the succeeding Duty Officer for his personal surveillance until it can be delivered to a safe.

5. In any case where it is necessary to contact officials other than those listed in paragraph 2 above, the Chief, FBI will also be notified as soon as he can be contacted.

6. The Duty Officer will insure that the wires are fully protected at all times; ~~and will remain at his post of duty until properly relieved.~~

VTPR: HB 10-3

HDX: HAN/EM DS/JS

CLASS: CONFIDENTIAL 10/12 2 C

DA:

032825

Acting Chief, FBI

This document part of ~~classified~~
integrated file. NAME ~~CHECK~~ required
prior to individual classification action.

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